

South Carolina Notable State Documents Awards for 2000

Volume 32 Number 2

March/April 2001

The South Carolina State Library is pleased to announce the selection of the most notable South Carolina State Government documents of 2000. The selection is announced annually on or near Freedom of Information Day, March 16th, the birthday of President James Madison, an early proponent for citizen access to government information.

The selection was made from items released in the year 2000 and received by the State Documents Depository System.

The Notable Documents Selection Committee, composed of Katina Strauch of the College of Charleston, James Smith of the Greenville County Library and Mary Morgan, South Carolina State Library, selected these publications based on content, usefulness, and overall quality:

1. **1999 capital investment report.** Columbia, SC : Office of Investment Management, South Carolina Department of Commerce. CALL#: C736In 3.C16
2. Helsley, Alexia J. **South Carolinians in the war for American independence.** Columbia, SC: South Carolina Department of Archives and History. CALL#: Ar255 2.W16-3
3. Huang, Deyi Zheng. **Burden of diabetes in South Carolina, 1999.** Charleston, SC: Diabetes Initiative of South Carolina, South Carolina Department of Health and Environmental Control. CALL#: H3496 2.D41
4. Craft, Susan F. **Reporting on mental illness, fairly, objectively, sensitively: a guide for journalism and mass communications students in South Carolina.** Columbia, SC: South Carolina Department of Mental Health. CALL#: M5283 2.R36
5. **Teen pregnancy in South Carolina, 1999: the trends are getting better.** Columbia, SC: South Carolina Department of Health and Environmental Control. CALL#: H3496Po 2.T33

6. **Young adults in South Carolina: a comprehensive report of the lives of South Carolinians ages 18 to 29.** Columbia, SC: South Carolina Kids Count Project. CALL#: B8595K 2.Y58

7. Young, Richard D. **A guide to the General Assembly of South Carolina.** Center for Governance, Institute of Public Affairs, University of South Carolina. CALL#: Un35PubG 2.G35

Periodicals

8. **Artifacts.** Columbia, SC: South Carolina Arts Commission. Published quarterly. CALL#: Ar795 3.A67-3

9. **Coastal heritage.** Charleston, SC: South Carolina Sea Grant Consortium. Published quarterly. www.scseagrant.org CALL#: Sea11 3.C631

Website

10. **South Carolina DMV online.** Columbia, SC: South Carolina Department of Public Safety. www.scdps.org/dmv/

News from the South Carolina State Library

The South Carolina Foundation Directory, seventh edition, 2000, is now available at the South Carolina State Library. The *Directory* lists 399 active private foundations, community foundations, and public grant-making charities located within the state of South Carolina. Over 6,300 grants totaling more than \$56 million were paid to support activities of a wide range of non-profit organizations. The *Directory* provides the following information for each foundation: name, address, officers, program interests, assets, dollar amount of grants awarded, sample grants, geographic focus, and employee identification number (EIN). It is indexed alphabetically by name of foundation, by foundation program interests, and by city location of foundation.

Copies can be purchased for \$15.00 each. To order send check, money order, or purchase order payable to the South Carolina State Library to: Foundation Directory, P.O. Box 11469, Columbia, SC 29211. The library also has multiple copies that can be checked out.

For more information, contact the Information Services Desk at the South Carolina State Library, at (803) 734-8026.

Business Communication

11. *Chan, Janis Fisher. **Presentation success: how to plan, prepare, and deliver effective presentations.** Watertown, MA: American Management Association, 1999. CALL#: F 658.452 CHAN

12. *Cohn, Robin. **The PR crisis bible: how to take charge of the media when all hell breaks loose.** New York: St. Martin's Press, 2000. CALL#: DISPLAY 659.2 COHN

13. *Detz, Joan. **It's not what you say, it's how you say it.** New York: St. Martin's Press, 2000. CALL#: 808.51 DETZ

14. Frecar, Ken. "Two ears and one mouth. Benefits of effective listening." **Supervision** 62 #2 (February 2001): 3-5.

15. Somerick, Nancy M. "Practical strategies for avoiding problems in graphic communication." **Public Relations Quarterly** 45 #3 (Fall 2000): 32.

Children, Youth and Families

16. Edelstein, Susan B. and others. "Helping foster parents cope with separation, loss and grief." **Child Welfare** LXXX #1 (January/February 2001): 5-27.

17. *The healing years: a documentary about surviving incest and child sexual abuse. Santa Barbara, CA: Future Educational Films, 1999. CALL#: Media VT 306.877 HEAL

18. *Kaplan, Joseph S. **Beyond functional assessment: a social-cognitive approach to the evaluation of behavior problems in children and youth.** Austin, TX: PRO-ED, 2000. CALL#: 371.93 KAPL

19. *Maxym, Carol and Leslie York. **Teens in turmoil: a path to change for parents, adolescents, and their families.** New York: Viking, 2000. CALL#: 305.235 MAXY

20. Perry-Jenkins, Maureen, and others. "Work and family in the 1990's." **Journal of Marriage and the Family** 62 #4 (November 2000): 981-998.

Computers, Software and the Internet

21. *Banks, Michael A. **The modem reference: the complete guide to pc communications.** Medford, NJ: CyberAge Books/Information Today, 2000. CALL#: 004.6 BANK

22. *Crawford, Sharon. **Windows 2000 Pro: the missing manual.** Sebastopol, CA: O'Reilly & Associates; International Thomson, 2000. CALL#: 005.446 CRAW

23. *Flanagan, David. **Java examples in a nutshell: a tutorial companion to Java in a nutshell**. Cambridge, MA: O'Reilly & Associates, 2000. CALL#: 005.133 FLAN
24. *Frost, Martin. **Learning WML and WMLscript**. Cambridge, MA: O'Reilly, 2000. CALL#: 005.72 FROS
25. *Mitchell, Scott. **Designing active server pages**. Cambridge, MA: O'Reilly, 2000. CALL#: 005.72 MITC
26. *Pogue, David. **Windows millennium: the missing manual**. Sebastopol, CA: Pogue Press, O'Reilly, 2000. CALL#: 005.446 POGU

Crime and Corrections

27. Becker, Ronald F. "Myths of underwater recovery operations." **FBI Law Enforcement Bulletin** 69 #9 (September 2000): 1-5.
28. Heilman, Kevin and Kristin M. Lawson. "Facilitating communication with limited and non-English-speaking offenders." **Corrections Today** 62 #7 (December 2000): 84-86, 88.
29. *Owen, David. **Hidden evidence: 40 true crimes and how forensic science helped solve them**. Willowdale, Ontario: Firefly Books, 2000. CALL#: 363.25 OWEN
30. *Freeman, Robert W. **Correctional organization and management: public policy challenges, behavior and structure**. Boston, MA: American Correctional Association, 1999. CALL#: 356 FREE

Education

31. Caruso, Nicholas D., Jr. "Mistakes board members make. Board service is too important to let these common missteps get in the way." **American School Board Journal** 188 #2 (February 2001): 26-28.
32. Eisner, Elliot. "What does it mean to say a school is doing well?" **Phi Delta Kappan** 82 #5 (January 2001): 367-372.
33. Fluckinger, Jarene and Franklin Thompson. "Grow your own: one district's answer to a need for minority classroom teachers." **Delta Kappa Gamma Bulletin** 67 #1 (Fall 2000): 25-31.
34. *Haslam, M. Bruce. **A comprehensive review of professional development in South Carolina**. Columbia, SC: South Carolina Education Oversight Committee, 2001. CALL#: A3Ed832 8.C55
35. Madrid, Michael. "The right stuff. An effective principal selection procedure should include as assessment of a candidate's ability to handle situations that will be encountered on the job." **Leadership** 30 #3 (January/February 2001): 32-34.

36. Martin, Barbara N. "Meeting the challenge of a changing rural school/community cultural population." **The Rural Educator** 22 #1 (Fall 2000): 1-5.
37. *Marx, Gary. **Ten trends: educating children for a profoundly different future.** Arlington, VA: Education Research Service, 2000. CALL#: 370.112 MARX
38. ***Measuring up 2000: the state-by-state report card for higher education.** San Jose, CA: National Center for Public Policy and Higher Education, 2000. CALL#: 370.21 MEAS

Health Care

39. ***Healthy people 2010: understanding and improving health.** Washington, DC: US Dept of Health and Human Services, 2000. CALL#:HE20.2P39/4/2010
40. ***To improve health and health care 2001: the Robert Wood Johnson Foundation anthology.** San Francisco, CA: Jossey-Bass, 2001. CALL#: 362.109 TOIM
41. *Poussaint, Alvin F. **Lay my burden down: unraveling suicide and the mental health crisis among African-Americans.** Boston, MA: Beacon Press, 2000. CALL#: 616.89 POUS
42. ***Promoting healthy behavior: how much freedom? whose responsibility?** Washington, DC: Georgetown University Press, 2000. CALL#: 613 PROM
43. *Scales, Julie. **Ticket to work: Medicaid buy-in options for working people with disabilities.** Denver, CO: National Conference of State Legislatures, 2000. CALL#: 344.021 SCAL

Human Resources

44. Barblian, Jeff. "C'mon, get happy. In the battle to attract and retain talent, companies are finding new ways to keep employees smiling." **Training** 38 #1 (January 2001) :92-96.
45. *Hickman, E. Stewart. **Hiring and retaining top-performing employees.** ASTD, Alexandria, VA: 2000. CALL#: 658.31 HICK
46. Hutchins, Jennifer. "Getting to know you. Orientation programs should be more than filling out forms and finding the lunchroom." **Workforce** 79 #11 (November 2000): 45-48.
47. Joinson, Carla. "Refocusing job descriptions. Some employers are changing or replacing formal job descriptions in an attempt to focus on competencies that don't change, rather than skills that do." **HR Magazine** (January 2001): 66-72.
48. ***Legal and effective progressive discipline.** Virginia Beach, VA: Coastal Video Communications Corporation, 1997. CALL#: VT 1132
This video explains a system of progressive discipline which will enable employers to document, communicate, and correct employee problems.

49. Prest, Lorrie. "Procedural advantage. Company manuals help ensure consistency in policies and procedures. Use this guide to create a procedures manuals for your organization." **Officepro** 61 #1 (January 2001): 22-24.

50. Stewart, Thomas A. "Just think: no permission needed." **Fortune** 143 #1 (January 8, 2001) p190-191.

51. Williams, Kelly. "Mental illness in the workplace. (Is one of your employees depressed?)" **Office Solutions** 17 #5 (May 2000): 35-37, 56.

Leadership

52. *Book, Esther Wachs. **Why the best man for the job is a woman: the unique female qualities of leadership**. New York, NY : HarperBusiness, 2000. CALL#: 658.4 BOOK

53. *Fulmer, Robert M. **The leadership investment: how the world's best organizations gain strategic advantage through leadership development**. New York: AMACOM, 2001. CALL#: 658.407 FULM

54. Hayashi, Alden M. "When to trust your gut." **Harvard Business Review** 79 #2 (February 2001): 59-65.

55. *Sawyer, Deborah C. **Getting it right: avoiding the high cost of wrong decisions**. Boca Raton, FL: St. Lucie Press, 1999. CALL#: 658.403 SAWY

56. *Sindell, Milo. **Leadership development: management development**. Alexandria, VA: ASTD, 2001. CALL#: 658.4092 SIND

State and Local Government

57. Kelly, Margaret C. H. and Matthew Zieper. "Financing for the future: The economic benefits of parks and open space." **Government Finance Review** 16 #6 (December 2000): 23-26.

58. Rose, Gene. "Walking the 2001 political tightrope. State legislatures will be tackling some tough issues in a new, very balanced political environment." **State Legislatures** 27 #1 (January 2001):14-19.

59. *Shelton, Michael and Charles Tyer. **Local officials guide to financial planning and reserve funds**. Columbia, SC: Center for Governance, Institute of Public Affairs, University of South Carolina, 1999. CALL#: UN35PubG2.L52

60. *Shelton, Michael and Charles Tyer. **Local officials guide to comprehensive planning**. Columbia, SC: Center for Governance, Institute of Public Affairs, University of South Carolina, 2000. CALL#: Un35PubG.L52-2

61. ***South Carolina state agencies responses to House Ways and Means Committee questionnaire concerning budget reduction assessment.** Columbia, SC: House Ways and Means Committee, 2001. CALL#: A4W 7.B82

Training

62. *Cremo, Annette M. **Supervisory training.** Alexandria, VA: ASTD, 2000. CALL#: 658.407 CREM

63. Deming, Basil. "Ten steps to being positively engaging. Tips for winning, attracting and involving participants." **Training & Development Journal** 55 #1 (January 2001):18-19.

64. *Kaye, Beverly L. **Mentoring.** Alexandria, VA: American Society for Training and Development, 2000. CALL#: 658.3124 KAYE

65. *Russell, Susan. **The management development process.** Alexandria, VA: ASTD, 1999. CALL#: 658.407 RUSS

66. *Vineyard, Sue. **The great trainer's guide: how to train (almost) anyone to do (almost) anything!** Downers Grove, IL : Heritage Arts Publishers, 1995. CALL#: 658.3124 VINE

67. Zimmerman, Eilene. "Better training is just a click away. (electronic learning) " **Workforce** 80 #1 (January 2001): 36-42.

***Items marked with an asterisk denote book or audiovisual material.**